

## **Appendix: Policies & Practices for Information Managed by Anglican Journal**

### Anglican Journal

All identifiable financial contributors to the Anglican Church of Canada are entitled to receive Anglican Journal. Parishes inform Anglican Journal of names and addresses of parishioners that qualify to receive the newspapers.

Information collected:

- Name, address, parish, diocese, subscription history
- Anglican Journal donation campaigns - donation amount and history

Each diocese owns subscriber names and addresses. Any party that wishes to use/rent the list of subscriber addresses must receive written permission from an officer or otherwise designated individual representing the diocese. Anglican Journal owns Anglican Journal donation information and all donation information is kept strictly confidential.

### Church House Common Database

Information is received from departments within Church House regarding mailing lists pertaining to various areas of work. Ownership of the data resides with the General Synod of the Anglican Church of Canada.

Information collected on list members:

- Name, address, phone number, fax, email address, parish, diocese, list affiliation,
- Clergy diocese of license

Only parish lists are rented to raise income.

### Anglican Directory Database

Information is collected primarily from Diocesan Offices to publish the clergy listing for the annual directory. Ownership of the data resides with the General Synod of the Anglican Church of Canada.

Information collected on clergy:

- Name, address, diocese of license, education, order, status

A notice is published in each issue of the Anglican Directory advising clergy of the option to have their business (church) address listed as their primary address for the directory. In addition some dioceses have mailed notices to clergy advising them of this practice. If no business address is available, the mailing address may be removed from the clergy section of the Anglican Directory.

*Please note that information used to update any one of these lists (e.g. change of address) will result in all lists being updated with the same information unless otherwise requested.*

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